

MESSAGE BOARD

- Need to have a long form discussion, which you may want to reference at a later date?
- There is one “Main” post, to which team members can comment and applaud on

The screenshot shows a digital message board titled "Team OMG". At the top, there are tabs for "Campfire", "Message Board", "Schedule", "Documents and files", "Some things we'd like to know", and "Todos". Below the tabs, Kristin Aardsma posted a message titled "30-minute Wind-down" at 10:18am. Her message discusses the importance of decompressing at the end of the day and suggests using the last 30 minutes of each working day to close up outstanding emails/tasks and write about your day in the "heartbeat". Other team members like Natalie K., Merissa Dawson, and Kristin Aardsma replied with their own thoughts and reactions.

Kristin Aardsma posted this Tuesday at 10:18am

30-minute Wind-down

Last week, JB Janice mentioned that there wasn't enough time to wind down or decompress at the end of the days while training, and I bet that's true for us all whether we've been here three weeks or three years. I'd like to see us all use the last 30 minutes of each working day to close up any outstanding emails/tasks and then write about your day in the [heartbeat](#).

What did you work on? What did you learn? Who did you speak with? Anyone interesting? Anyone have an interesting use-case for us?

I'm bad at this as well, so I've found that keeping notes on this throughout the day helps me organize my thoughts for later.

These daily recordings shouldn't be stat-based; they should be content-based with a bit of analysis. Feel free to tell a single story about your day, several fragmented notes, your feelings on the day, your basic thoughts on the day, etc.

I'm excited to see what y'all come up with!

12 people have reacted: 12, Kristin Aardsma, Natalie K., Pizza Diva, Merissa Dawson, Sleuth Monster, Kristin Aardsma, Sleuth Monster, and others.

Posted Tuesday at 10:18am via Mac app · Notified 14 people · Message history...

Natalie K., Pizza Diva
This is great! If possible, I'd like to propose extending this a bit to include mornings. So, when you come on, you feel you have 15/20 minutes to sort through overnight cases without feeling the pressure to dive right into the queue. I think that time is necessary to process through cases and also to start the day on the right foot.

9 people have reacted: 9, Kristin Aardsma, Sleuth Monster, Natalie K., Pizza Diva, Merissa Dawson, Sleuth Monster, Kristin Aardsma, Sleuth Monster, and others.

Wednesday at 9:02am via web · Notified 14 people · Applaud

Merissa Dawson, Sleuth Monster
Not only to sort out the overnight queue, but also to review our Heystack. 😊

6 people have reacted: 6, Kristin Aardsma, Sleuth Monster, Natalie K., Pizza Diva, Merissa Dawson, Sleuth Monster, Kristin Aardsma, Sleuth Monster, and others.

Wednesday at 9:13am via iPhone app · Notified 14 people · Applaud

Kristin Aardsma, Sleuth Monster
Sounds good!

TO-DOS

- These are things that need to get done!
- Some of our project template include Todos which help you along the way, including useful information for each of the steps.

The screenshot shows a project management interface with a header bar featuring 'Home', 'Latest activity', 'Pings', 'Hey!', 'Campfires', 'Reports', and a search bar. Below the header, a banner reads 'BC3: Onboarding and Conversion'. The main area displays a 'To-dos' section with a title 'Pre-launch misc' and a progress count of 15/21. The list includes several tasks with checkboxes, due dates, and assignees:

- Project blank slate cards (due Oct 11, assigned to Jason F. and Adam S.)
- Write new kickoff messages for each of the project types (due Oct 11, assigned to Jason F.)
- Review / tweak copy on trial-expiration emails (assigned to Ann G.)
- Review / tweak copy for the thanks-for-purchase email (due Oct 11, assigned to Jason F.)
- Link project blank slates directly to creating a new thing (when possible) (assigned to Kris N.)
- Update the welcome loader animation (due Oct 5)

Below the list is a button labeled 'Add a to-do'. A second section at the bottom lists completed tasks with checkmarks:

- Show the "something's new" banner until it's dismissed, then don't show it again (7, assigned to Pratik N.)
- Review / tweak new-account onboarding copy (2, assigned to Jason F.)
- My assignments / assignings clean up (1, assigned to Jonas D.)
- Move the Home Settings link below the trial banner (3, assigned to Kris N.)
- Review My Stuff / assignments / assignings reorganization (4, assigned to Pratik N.)
- Hide the topbar nav during onboarding (2, assigned to Jonas D.)